



DEPARTMENT OF THE ARMY  
HEADQUARTERS, CALIFORNIA ARMY NATIONAL GUARD  
9800 GOETHE ROAD - P.O. BOX 269101  
SACRAMENTO, CALIFORNIA 95826-9101

CAFE

25 June 1998

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Revised CAL ARNGR 210-2

1. Enclosed for your implementation is the newly revised CAL ARNGR 210-2, which is effective upon receipt. Please note the changes as shown below:

a. CAL ARNGR 210-2 emphasizes the involvement of the SRCOM OIC and his or her staff in the quality control of document preparation and the control of funds.

b. All armory commanders must forward DD Form 577 to document the authorized signature on the licenses. If the armory commander or his designated representative changes, a new DD Form 577 is required.

c. **Supervisory fees have been changed from \$ 100 per day to \$ 115 per day !** Compensation rates for many soldiers have exceeded the \$100 collected, thus creating a deficit, and, in some cases, **causing soldiers not to get paid.**

d. SRCOM OIC's or staff members must review the license log and the account at least quarterly to insure all forms are accounted for and the money is handled properly. Unit, as well as SRCOM, commanders must **insure that armory representatives deal with the public in a most professional and positive manner** as National Guard and State representatives. Commanders must also insure, that soldiers are paid properly, and in a most expedient manner.


e. SRCOMS are tasked to coordinate with the Area Coordinators and this office to see that armory personnel are trained to professionally administer the Armory Rental Program and achieve incomes, which can be applied towards the armory improvement, i.e., to make armories more attractive for rentals.

f. While CAL ARNGR 210-2 permits "VOCO'S" in emergencies, it is more effective to FAX a copy of the license, along with a copy of the check to CAFE at DSN 466-3643 (6-3643 or 916 854-3643) to achieve a short notice approval. All normal documentation must still be forwarded to complete the regular process, to include the preparation and processing of payrolls.

2. Point of contact for questions about armory licensing or CAL ARNGR 210-2 is CW4 ZEH at DSN 466-3489, COMM (916) 854-3489, or E-mail (the preferred method) [zehc@calguard.ca.gov](mailto:zehc@calguard.ca.gov).

FOR THE COMMANDER:

Encl  
as

  
SAMUEL K. McLELLAN  
LTC, EN, CA ARNG  
Director, Construction and  
Facilities Management

DISTRIBUTION:  
A

Headquarters  
California Army National Guard  
Sacramento, CA  
12 June 1998

California Army National Guard  
Regulation 210-2  
California Air National Guard  
Instruction 32-9006

Effective 12 June 1998

Facilities Engineering  
Civil Engineering - General

LICENSING OF STATE MILITARY FACILITIES

FOR THE GOVERNOR:

TANDY K. BOZEMAN  
Major General  
The Adjutant General

OFFICIAL:

KENNETH C. KLEINE  
COL, AV, CAARNG  
Director of Administration



**Summary.** This regulation provides armory licensing policies and procedures.

**Applicability.** This regulation applies to all Army and Air National Guard armories statewide.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by Construction and Facilities Management.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DAForm 2028 (Recommended Changes to Publications and Blank Forms), directly to Office of the Adjutant General, ATTN: CAFE.

**Distribution.** Distribution of this regulation is Army - A and Air Force - F.

**History.** This regulation supersedes CAARNGR 210-2/CAANG 85-17, dated 1 October 1992.

**Contents** (Listed by paragraph and page number)

- 1-1, Purpose, *page 1*
- 1-2, Responsibilities, *page 1*
- 1-3, Rental Rates, *page 1*
- 1-4, Additional Provisions, *page 2*
- 1-5, Supervision, *page 3*
- 1-6, Cleaning/Security Deposit, *page 3*
- 1-7, License Preparation, *page 3*
- 1-8, Approval Actions, *page 4*
- 1-9, License Supervision Pay Procedures, *page 4*
- 1-10, Actions Required to Close the License, *page 5*

**Appendixes**

- A. Rental Rate Schedule, *page 6*
- B. Sample Rental Agreements, *page 11*
- C. OTAG FORM 900-10a, *page 15*

## 1-1. Purpose

This program establishes policies and procedures for the use of National Guard armories and facilities by the civilian community. National Guard facilities are public buildings and may be made available to the public **when appropriate, and when the use does not conflict with the mission of the California National Guard**. Income generated by this program will be used to offset costs in conducting a licensed activity and make improvements for future rentals of the facility. This regulation outlines policies and procedures for the licensing of state military facilities and the payment of personnel providing supervision.

## 1-2. Responsibilities

a. The Adjutant General is authorized to lease state armories and facilities under the jurisdiction of the Military Department Section 431, Military and Veterans' Code. The Director of Facilities Engineering (CAFE) for Army National Guard or the Staff Civil Engineering and Services Officer (AG/C) for Air National Guard or their designated representative is authorized to approve license agreements for the Adjutant General. Failure to comply with the provisions of this regulation may be the basis for disciplinary action in accordance with regulations governing the status of the individual concerned at the time of the act.

b. The senior commander assigned to each state facility listed in Appendix A is responsible for the approval and preparation of license agreements for use of that facility. The approval authority may be **designated in writing** to a full-time member of the unit. Requests for licensed use will be carefully reviewed to insure that the licensed activity will not bring discredit upon the California National Guard or the State of California. Local community requirements pertaining to occupancy limitations, fire prevention, panic precautions, police protection and other safety measures must be observed. All applicants must show proof that they are at least 21 years of age. A license agreement will be signed by the licensee and the armory commander or the authorized representative. Approval must be received from CAFE for ARNG units or ANG/CE for ANG units **two weeks in advance of the licensed activity**. Verbal approval from the CAFE or ANG/CE may be requested by telephone and will be considered on a case-by-case basis. Verbal approval will not be requested to circumvent the requirement to obtain a written license by the unit. Written licenses are required in every case.

c. The licensee must send a money order or cashier's check payable to the **"Military Department, State of California"** for the total amount of the rental

fee and supervision prior to the license being sent forward for approval. A separate money order will be held by the unit for cleaning/security deposit. Cash and personal checks may not be accepted. Licenses requested by other governmental agencies may be amended to permit payment in arrears by government check or purchase order. A statement will be made on the license indicating payment to be made in arrears.

## 1-3. Rental Rates

a. A rental charge will be made for every licensed function except as stated in paragraph 3c(4).

b. Rental rates for use of state military facilities are based on use of the assembly hall, rest rooms and available off-street parking. The kitchen may be utilized for the serving of food; **the installed range may not be used by licensee**, since the range may not comply with State fire and safety codes. Additional space such as a classroom or locker room will be licensed at a rate of \$.05 per square foot per hour plus supervision fees and cleaning deposit. The rental rate applies to the total period of occupancy by the licensee.

c. The following are rental rates for armory use:

(1) **Non-Profit Functions**. The rental rate is **\$17.00** per hour unless otherwise indicated in Appendix A. This rate is the amount necessary to recover the cost for utilities, supplies, maintenance and administration of the license to the state and may not be changed without prior written approval of this headquarters.

**The licensee must show proof of insurance** of combined single limit liability of not less than \$500,000.00, **listing the State of California, its agents and employees as additional insured**. The Licensee may want to consider obtaining a rider to his/her homeowner policy to get the best insurance rate. Such riders should identify the State of California as an additional insured. This liability figure applies to non-profit functions of organizations, schools, groups or individuals and fund raising activities of registered tax exempt organizations. Proof of tax exempt status must be furnished: Internal Revenue Service or Franchise Tax Board identification number must be entered on the top portion of the license. All proceeds from the event, less operating expenses, must go to the non-profit organization.

### (2) Profit Functions.

(a) The hourly rate is \$40.00 unless otherwise indicated in Appendix A. A higher rate may be charged based on a survey of commercial rental charges in the community for similar activities if a significant profit will be realized by the licensee. Approval of a higher rate must be obtained from CAFE or ANG/CE as appropriate. Licensee must

provide proof of insurance of combined single limit liability of not less than \$500,000.00, listing the State of California, its agents and employees as additional insured. This liability figure applies to all profit intent functions of commercial organizations, groups or individuals.

(b) Fund raising activities are not authorized non-fee use.

(3) **Other Functions.**

(a) Administrative, classroom or locker room space may be licensed for non-commercial purposes as an entire room at a rental rate of \$.05 per square foot per hour. This rental rate includes use of rented area, rest rooms and available off-street parking only.

(b) State military facility space may be licensed for food related concessions operated for the convenience of California National Guard personnel at a standard rental rate of \$1.00 per square foot per year.

(c) **Vending machines are no longer licensed by the Military Department.** The Department of Rehabilitation, Business Enterprise Programs (BEP) has the rights to install and service vending machines at all state facilities. To obtain a vending machine, contact the BEP Coordinator, at (916) 323-3455. Appendix A states the size of each Armory. Large Armories are authorized to have two soft drink machines and two snack machines. Small Armories are authorized to have one soft drink and one snack machine from the BEP. There are no limits on mechanical/non electric vending machines from the BEP.

(4) The following types of licenses do not require a rental fee:

(a) Official California National Guard social activities. Attendance will be restricted to unit personnel and their guests.

(b) State Military Reserve training activities.

(c) California Cadet Corps training activities.

(d) Military convoys.

(e) Mobilization Examination Test Sites (METS) when the facility is normally open. The licensee is to be the commander of the supporting Military Entrance Processing Station (MEPS).

(f) Activities which are considered beneficial to the community as a whole and hosted by a California National Guard unit. A member of the host unit must be present to provide voluntary supervision throughout the activity. A statement declaring unit sponsorship of the activity will be included on the license.

(g) Use by state or federal agencies during normal work hours.

(h) Federal, state, county or local governmental use during declared emergencies. All requests for emergency use by the California Division of Forestry (CDF) or the U.S. Forest Service (USFS) in support

of wildfire operations will be referred to HQ, CDF Sacramento. All other requests for emergency use will be referred to the California Office of Emergency Services (OES). CDF or OES will then forward requests to this headquarters for consideration. If approved, the Plans and Operations Directorate, OTAG, will advise the armory commander/ representative of approval and furnish a mission number to be entered on line "B" on the license. The license will then be forwarded to CAFE or ANG/CE as appropriate.

(i) Polling place for elections.

d. **BARTERING.** Armory commander's (ARNG only) may elect to license an activity at the armory in exchange for services to improve the facility for future rentals. All licenses for service in lieu of monetary payment must be submitted in writing and approved by the Area Coordinator prior to completing the agreement. CAFE-AM is the final approval authority for licenses for service in lieu of payment.

**1-4. Additional Provisions**

a. The commander or local ordinance may require the licensee to provide uniformed security guards. When this requirement is imposed it will be specified on the license and a copy of the security contract will be provided by the licensee to the armory commander.

The security contract will remain on file at the armory. **Uniformed security guards are required at all events where alcoholic beverages are available.**

b. Building exits must be provided with battery powered emergency exit lighting during hours of darkness when the facility is licensed for use by non-military occupants. Licensees will be required to provide battery powered emergency lighting as a condition of the license in those facilities lacking battery powered emergency exit lighting.

c. The armory commander may propose a limited waiver of the alcoholic beverage restriction by adding the following sentence above the licensee's signature: **"Waiver of Paragraph 9 on the reverse side is granted to permit the consumption but not the sale of beer or wine."** The sale of any alcoholic beverage in military facilities is not encouraged and requires the approval by the commander of the major command concerned. A statement will be included on the license identifying the approving authority and date of authorization. The sale of alcoholic beverages is dependent on the licensee obtaining an Alcoholic Beverage Control Board Event Permit which will be posted in full view during the event. A copy of the permit will be sent with the license to CAFE-AM or ANG/CE as appropriate. If a waiver of paragraph 9 is not requested, the following statement will be typed

above the licensee's signature: "Alcoholic beverages will not be provided or available."

d. State military facilities and grounds will not be licensed or used for non-military storage purposes.

e. Federal real property licensed to the State for use as a state military facility normally is not sub-licensed by the State. Requests for sub-licensed use of federal real property are to be forwarded to this Headquarters, ATTN: CAFE-AM or ANG/CE as appropriate.

f. The Armory Commander or his representative will brief the Licensee at time of signing the license and upon arriving at the event's designated time to stay clear of the Supply Room door. In order to prevent a false alarm to the Intrusion Detection System, signs should also be placed on the Supply Room Doors warning guests of the sensitive nature of the alarms. Additionally, the supervisor will be briefed on his responsibility if the alarm is activated.

### 1-5. Supervision

a. All licensed functions will be supervised by a federally recognized member of the California National Guard to provide security for state and federal property and ensure compliance with license provisions. This requirement does not apply to overnight sleeping accommodations for military convoys.

The Supervisor will:

1. Conduct a joint inspection of the facility with the licensee and note any deficiencies on a unit derived checklist (to include tables and chairs). The event sponsor will sign the checklist.

2. Maintain security/accountability of federal and state property.

3. Notify local law enforcement for assistance should the event get out of control.

4. Provide support for armory tables, chairs, and latrine products.

5. Conduct a joint inspection with the Licensee following the event using the same checklist from the initial inspection.

b. The licensee will be charged \$100.00 per person per calendar day for supervision during the hours the facility is not normally open, unless a member of the California National Guard volunteers to perform this service without pay. These services may not be obtained through use of: Inactive Duty Training pay, Active Duty for Special Work pay, Federal Technician personnel, Active Guard/Reserve personnel, or full time State Active Duty personnel.

(1) Commanders are encouraged to utilize traditional soldiers/airmen for supervision when available. AGR and/or Federal Technicians may be authorized to perform supervision in the absence of available traditional National Guard personnel. The

name and rank of the person or persons performing the supervision must be recorded under line "F" on the license. Officers should not be used in a pay status to supervise.

(2) Members of the California National Guard may volunteer to perform license supervision without pay. **Rank and name of volunteers must be recorded under line "F" of the license.** If more than one person is volunteering for these duties, list each name.

### 1-6. Cleaning/Security Deposit

a. Licensees are responsible for cleaning the armory after the licensed event and restoring the facility to the same degree of order and cleanliness as prior to the licensed event. Cleaning must be completed before the start of the next duty day. To ensure the facility has been properly cleaned, the commander will collect a cleaning/security deposit of \$200-\$800 (depending on the size of the event). The deposit will be held at the unit until the conclusion of the event. The commander may require the licensee to provide commercial janitorial service. When this requirement is imposed, it must be specified in the license and a copy of the janitorial service contract provided by the licensee to the armory commander.

b. The licensee will be required to place a **certified check or money order** on hold with the armory to guarantee the facility is damage free and cleaned following the event. The check will be made out to the "Military Department, State of California."

c. Should the licensee fail to adequately clean or repair the armory, the licensee must be notified as soon as possible of his/her failure to comply. After a reasonable amount of time, the Armory Commander will then direct the cleaning of the Armory by one but not more than three members of the unit for one day. The cleaning deposit will be mailed to OTAG. ATTN: CAFE-AM with a listing of the members who cleaned the Armory. Attached, to the cover letter, a copy of the license and a completed OTAG Form 900-10a, State Active Duty Personnel Action Request, for each member who performed cleaning.

### 1-7. License Preparation

a. The commander is responsible for the preparation of CAL NG Form 210-29, "License To Use State Military Facility." Licenses will not exceed a term of one year.

b. Licenses with an admission charge or specified donation must have the amount charged entered on line "B," or a fee of \$115 will be charged per calendar day for the event. If the event goes beyond 2400 hours the Licensee will be charged for 2 days or \$230 for supervision.

c. Licenses with personnel charges for supervision or cleaning may not exceed one calendar month. Separate licenses must be prepared for successive months.

d. **CAL NG Form 210-29 is a controlled serial numbered document**, which will be requisitioned in writing from this headquarters, ATTN: CAFE-AM (Box #18) or ANG/CE (Box #15), as appropriate. The Armory Commander or his/her representative will need to sign a receipt for the CAL NG Form 210-29s and return it to this headquarters.

e. Enter the facility number of your armory from Appendix A in the upper right hand corner of the license at "License No." This will ensure proper credit of the license funds to your Armory Discretionary Improvement Fund (ADIF) account.

f. Complete lines "A" through "H" in sufficient detail to identify that usage is proper and that charges are appropriate. Print or type items "A" through "H." See Appendix B for example.

g. The licensee will sign in the lower left corner of the proposed license. The licensee's address and telephone number will be placed below their signature.

h. The commander or authorized representative will sign the lower right corner of the proposed license as "President, Said Armory Board." **Type the full name and rank above the line of the person signing in this block.**

i. The original and first four copies of the license with the cashier's check or money order stapled to the front are to be forwarded to this headquarters, ATTN: CAFE-AM (Box #18) or ANG/CE (Box #15) as appropriate, **at least two weeks prior to the licensed activity.** Include the cashier's check or money order made payable to "Military Department, State of California." Additionally, include a copy of proof of insurance for liability purposes, and a copy of the security agreement/contract.

j. **The last copy of the license is to be retained by the commander pending receipt of an approved license.** The activity will not take place unless an approved license has been received by the armory commander or a vocal authorization is obtained.

k. For proper accountability, canceled or voided licenses will be sent forward to CAFE-AM or ANG/CE as appropriate. Indicate whether the event was canceled and requires a refund or the license has been voided. If a refund is required, send a memo stating the amount to be refunded, justification for refund, and the name and address of the person/organization who receives the refund.

#### **1-8. Approval Actions**

a. The original copy of each license will be retained by CAFE or ANG/CE as appropriate at this headquarters.

b. The approving authority within CAFE-AM or ANG/CE will forward the second copy of each license to the Comptroller with the cashier's check or money order for deposit into the appropriate ADIF account.

c. Three copies of each approved license will be returned to the commander. One of these copies will be given to the licensee. The second copy is to be retained in the armory license file for two years and then destroyed. The third copy is to be retained pending completion of the licensed activity and completion of actions required by paragraph 10.

d. Disapproved licenses will be returned to the commander with a transmittal document stating the reasons for disapproval. Items requiring corrections will be completed and returned for approval prior to the licensed event.

#### **1-9. License Supervision Pay Procedures**

a. National Guard members performing supervision for armory license activities will be placed on temporary State Active Duty (SAD) using OTAG Form 900-10a, State Activity Duty Personnel Action Request, "Supervision of Armory Licensed Activities," Appendix C.

b. Members performing license supervision duties will receive pay and allowances as E7 with maximum time in service up to ten years of service, their actual dependent status, and basic allowance for subsistence (BAS) regardless of federally recognized grade. Upon receipt of completed OTAG Form 900-10a, State Personnel Programs will prepare payrolls twice each month, approximately every 15 days, i.e., on the 10th and 25th of each month.

c. AGR personnel performing supervision must have an approved leave request on file prior to performing supervision duties for pay.

d. Checks will not be mailed to an armory address. Checks will only be mailed to a street address or a post office box. Direct deposit is not available. Annual W-2 forms will be mailed to the same address as the payroll check on or about 31 January each year.

e. A completed OTAG Form 900-10a, along with a copy of the fully executed license agreement, will be forwarded to this headquarters, ATTN: Armory Management Branch (CAFE-AM), at the conclusion of the licensed activity.

f. Items 1 through 13 on OTAG Form 900-10a must be completed prior to forwarding to CAFE-AM for further processing. Print or type entries for items 1 through 11. The member performing the license supervision must sign and date item 12 after completion of the duty. A supervisor of the member performing license duty must sign and date item 13.

#### **1-10. Actions Required to Close the License**

Licenses with personnel charges are to be forwarded to OTAG, CAFE-AM (Box #18) or ANG/CE (Box #15) as appropriate with the following documents attached:

*a.* Military personnel will complete OTAG Form 900-10a, State Active Duty Personnel Action Request, "Supervision of Armory Licensed Activities." **The original stapled to the green copy of the license agreement will be forwarded to this headquarters for pay.**

*b.* If cleaning was performed by military personnel due to the failure of the licensee to properly clean the facility **(in addition to completing the above forms)** attach a memorandum for record regarding withholding the cleaning/security deposit. The cleaning/security deposit check should be stapled to the front of the package and forwarded to this headquarters.

# APPENDIX A

## RENTAL RATE SCHEDULE

Rental rates for use of state military facilities are based on use of the assembly hall, restrooms and available off-street parking. Facilities with facility number marked with an asterisk are shop facilities and are listed for vending machine licensing only.

# Location with no rental fees indicated are federal property. Refer to paragraph 4e for further guidance.

<u>FACILITY</u>	<u>SIZE</u>	<u>FACILITY NUMBER</u>	<u>NON-PROFIT HOURLY RATE</u>	<u>PROFIT HOURLY RATE</u>
Alameda	L	005	#	#
Apple Valley	S	010	\$17.00	\$40.00
Atascadero	S	020	\$17.00	\$40.00
Auburn	S	025	\$22.00	\$50.00
Azusa	S	030	\$17.00	\$40.00
Bakersfield	S	035	\$17.00	\$40.00
Banning	S	040	\$17.00	\$40.00
Barstow	S	045	\$17.00	\$40.00
Bell	L	055	#	#
Benicia	S	060	\$17.00	\$40.00
Brawley	S	065	\$17.00	\$40.00
Burbank	L	070	\$22.00	\$50.00
Calexico	S	075	\$17.00	\$40.00
Camp Parks	S	395	#	#
Camp Roberts	S	375	#	#
Channel Islands ANGB	L	903	#	#
Chico	S	080	\$22.00	\$50.00
Colton	S	085	\$17.00	\$40.00
Columbia	S	090	\$17.00	\$40.00
Compton, Alameda	S	095	\$17.00	\$40.00
Compton, Parmelee	S	096	#	#
Concord	S	100	\$17.00	\$40.00
Corona	S	105	\$17.00	\$40.00
Costa Mesa ANGS	L	905	#	#
Culver City	S	110	\$17.00	\$40.00
Delano	S	115	\$17.00	\$40.00
El Cajon	S	120	\$17.00	\$40.00
El Centro	S	125	\$17.00	\$40.00



<u>FACILITY</u>	<u>SIZE</u>	<u>FACILITY NUMBER</u>	<u>NON-PROFIT HOURLY RATE</u>	<u>PROFIT HOURLY RATE</u>
Escondido	S	135	\$17.00	\$40.00
Eureka	S	140	\$17.00	\$40.00
Fairfield	S	143	\$17.00	\$40.00
Ft Irwin, MATES*	L	050		
Fresno, Chance	L	150	\$22.00	\$50.00
Fresno, Dakota	S	160	\$17.00	\$40.00
Fresno, AVCRAD*	L	161		
Fresno, Shields	L	155	\$22.00	\$50.00
Fresno ANGB	S	910	#	#
Fullerton	S	165	\$17.00	\$40.00
Gardena	S	170	\$17.00	\$40.00
Gilroy	S	175	\$17.00	\$40.00
Glendale	L	180	\$22.00	\$50.00
Hanford	S	185	\$17.00	\$50.00
Hayward ANGS	S	915	#	#
Healdsburg	S	190	\$17.00	\$40.00
Hollister	S	200	\$17.00	\$40.00
Indio	S	205	\$17.00	\$40.00
Inglewood	L	210	\$22.00	\$50.00
Lakeport	S	220	\$17.00	\$40.00
Lathrop*	S	222		
Lodi	S	225	\$22.00	\$50.00
Long Beach, Redondo	L	230	\$22.00	\$50.00
Long Beach, Spring	S	235	\$17.00	\$40.00
Long Beach, 7th	S	240	\$17.00	\$40.00
Long Beach, CSMS*	L	245		
Los Alamitos	S	250	#	#
Los Angeles, Bridewell	S	260	\$17.00	\$40.00
Los Angeles, Federal	L	265	\$17.00	\$40.00
Lynwood	S	270	\$17.00	\$40.00
Madera	S	275	\$17.00	\$40.00

<u>FACILITY</u>	<u>SIZE</u>	<u>FACILITY NUMBER</u>	<u>NON-PROFIT HOURLY RATE</u>	<u>PROFIT HOURLY RATE</u>
Manhattan Beach	S	280	\$17.00	\$40.00
March AFB (ANG)	L	920	#	#
Merced	S	290	\$17.00	\$40.00
Modesto	S	295	\$17.00	\$40.00
Monrovia	S	305	\$17.00	\$40.00
Montebello	S	310	\$17.00	\$40.00
Monterey	S	315	\$17.00	\$40.00
Mt. Shasta	S	325	\$17.00	\$40.00
Napa	S	330	\$17.00	\$40.00
NAS Moffett (ANG)	L	925	#	#
National City	S	335	\$17.00	\$40.00
Nevada City	S	337	\$17.00	\$40.00
North Highlands ANG	L	930	#	#
Oakdale	S	340	\$17.00	\$40.00
Ontario	L	355	\$22.00	\$50.00
Ontario ANG	L	935	#	#
Orange	S	360	\$17.00	\$40.00
Oroville	S	365	\$17.00	\$40.00
Oxnard	S	370	\$17.00	\$40.00
Palmdale	S	373	\$17.00	\$40.00
Petaluma	S	380	\$17.00	\$40.00
Pittsburg	S	385	\$17.00	\$40.00
Placerville	S	390	\$17.00	\$40.00
Pomona	S	400	\$17.00	\$40.00
Porterville	S	405	\$17.00	\$40.00
Quincy	S	410	\$17.00	\$40.00
Red Bluff	S	415	\$17.00	\$40.00
Redding	S	420	\$17.00	\$40.00
Redlands	S	425	\$17.00	\$40.00
Redwood City	S	430	\$17.00	\$40.00
Reedley	S	435	\$17.00	\$40.00
Richmond	L	445	\$22.00	\$50.00

<u>FACILITY</u>	<u>SIZE</u>	<u>FACILITY NUMBER</u>	<u>NON-PROFIT HOURLY RATE</u>	<u>PROFIT HOURLY RATE</u>
Riverside	S	450	\$17.00	\$40.00
Roseville	S	455	\$17.00	\$40.00
Sacramento, Arden	S	460	\$17.00	\$40.00
Sacramento, Meadowview	L	465	\$17.00	\$40.00
Sacramento, 58th	L	470	\$17.00	\$40.00
Sacramento, Mather	L	475	#	#
Sacramento, AASF*	S	476		
Sacramento, SAAD	S	700	#	#
Sacramento, OTAG	S	705	#	#
Sacramento, B Street	S	710	#	#
Salinas	S	480	\$17.00	\$40.00
San Bernardino	S	490	\$17.00	\$40.00
San Bruno	S	495	\$17.00	\$40.00
San Diego	L	500	\$22.00	\$50.00
San Diego ANGS	L	937	#	#
San Francisco	L	510	\$22.00	\$50.00
San Jose, Hedding	L	520	\$22.00	\$50.00
San Jose, 2d	S	525	\$17.00	\$40.00
San Lorenzo	S	530	\$17.00	\$40.00
San Luis Obispo	S	535 (Determined by the Base Comander)		
San Mateo	S	540	\$17.00	\$40.00
San Pedro	S	545	\$17.00	\$40.00
San Rafael	S	550	\$17.00	\$40.00
Santa Ana	S	560	\$17.00	\$40.00
Santa Barbara	S	565	\$22.00	\$50.00
Santa Cruz	S	570	\$17.00	\$40.00
Santa Maria	S	575	\$22.00	\$50.00
Santa Rosa	S	585	\$17.00	\$40.00
Sepulveda ANGS	S	940	#	#
Stockton	L	605	\$17.00	\$40.00
Stockton, AASF*	S	606		

<u>FACILITY</u>	<u>SIZE</u>	<u>FACILITY NUMBER</u>	<u>NON-PROFIT HOURLY RATE</u>	<u>PROFIT HOURLY RATE</u>
Stockton, CSMS*	S	608		
Sunnyvale	S	610	\$17.00	\$40.00
Susanville	S	615	\$17.00	\$40.00
Sylmar	S	620	\$17.00	\$40.00
Torrance	S	625	\$17.00	\$40.00
Tulare	S	630	\$17.00	\$40.00
Turlock	S	635	\$17.00	\$40.00
Vallejo	S	640	\$17.00	\$40.00
Van Nuys	L	645	\$22.00	\$50.00
Ventura	S	650	\$17.00	\$40.00
Visalia	S	655	\$17.00	\$40.00
Vista	S	660	\$17.00	\$40.00
Walnut Creek	S	665	\$17.00	\$40.00
Watsonville	S	145	\$17.00	\$40.00
Willows	S	670	\$17.00	\$40.00
Woodland	S	675	\$17.00	\$40.00
Yreka	S	680	\$17.00	\$40.00
Yuba City	S	685	\$17.00	\$40.00

## APPENDIX B

011654

## NON-PROFIT, PERSONAL USE

License No. 010  
(Facility #)

## LICENSE TO USE STATE MILITARY FACILITY

THIS AGREEMENT, made and entered into this 1st day of June, 19 98, by and between the armory board of the State Military Facility located at17988 Highway 18, Apple Valley, CA 92307-2199, California  
(Address) (City)

acting on behalf of the Adjutant General pursuant to Sections 431 and 432 Military and Veterans Code, State of California, hereinafter called the BOARD, and

Mr. John E. Smith, Post Office Box 18, Victorville, CA 92392 (619) 243-1111  
(Name and Address of Licensee)

hereinafter called the LICENSEE:

## WITNESSETH

That the BOARD in consideration of the payment in advance by the Licensee of the TOTAL LICENSE FEE shown below, hereby authorizes and permits the LICENSEE to use the hereinafter described area of said facility during the times and for the purposes specified.

A. Dates and times of use: 29 August 98 1000-2000 hours (10 hours total)Decorate (1000-1200) Reception and Dance (1200-2000)B. Purposes (in detail): Wedding reception and danceC. Facility area to be used: Assembly hall, restrooms, available off-street parkingD. Basic rental rate: \$ 17.00 X 10 hours \$ 170.00  
(Rate) (Number) (Hours, Days, Etc.)E. Additional space charge: \_\_\_\_\_ X \_\_\_\_\_ X \$005 per Hour \$ \_\_\_\_\_  
(Sq. Ft.) (Hours)F. Personnel charges: 1 day X \$ 115.00 \$ 115.00  
(Hours) (Hourly Rate)10 hours supervision/5 hours clean-up

G. Fee per use: \_\_\_\_\_ \$ \_\_\_\_\_

H. TOTAL LICENSE FEE: \$ \_\_\_\_\_ X \_\_\_\_\_ \$ 285.00  
(Fee Per Use) (Number of Uses)

The provisions on the reverse side hereof constitute a part of this agreement. Cashier's check or money order made payable to the Military Department, State of California, will be attached to license.

I. Waiver of paragraph 9 on the reverse side is granted to permit the consumption of beer and/or wine but not the sale of beer and/or wine.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first above written.

John E. Smith  
Mr. John E. Smith  
(619) 243-1111  
(Licensee)P.O. Box 18  
Victorville, CA 92392  
(Address of Licensee)Michael C. Brown, PT  
By Michael C. Brown, CPT, AR, Cdr  
President, State Armory Board

Approved: \_\_\_\_\_

The Adjutant General

## NON-PROFIT, BUSINESS USE

License No. 010  
(Facility #)

## LICENSE TO USE STATE MILITARY FACILITY

THIS AGREEMENT, made and entered into this 1st day of June, 1998, by and between the armory board of the State Military Facility located at17988 Highway 18, Apple Valley, CA 92307-2199, California  
(Address) (City)

acting on behalf of the Adjutant General pursuant to Sections 431 and 432 Military and Veterans Code, State of California, hereinafter called the BOARD, and

Mr. John E. Smith, Post Office Box 18, Victorville, CA 92392 (619) 243-1111  
(Name and Address of Licensee)

hereinafter called the LICENSEE:

## WITNESSETH

That the BOARD in consideration of the payment in advance by the Licensee of the TOTAL LICENSE FEE shown below, hereby authorizes and permits the LICENSEE to use the hereinafter described area of said facility during the times and for the purposes specified.

A. Dates and times of use: 1-3 September 1998 1900-2200 hrs (9 hours total)Set-up (1900-1930) Show (1930-2100) Clean-up (2100-2200)B. Purposes (in detail): Non-profit dog show \$1.00 admission charge to cover  
operating expenses.C. Facility area to be used: Assembly hall, restrooms, available off-street parkingD. Basic rental rate: \$ 17.00 X 9 hours \$ 170.00  
(Rate) (Number) (Hours, Days, Etc.)E. Additional space charge: \_\_\_\_\_ X \_\_\_\_\_ X \$005 per Hour \$ \_\_\_\_\_  
(Sq. Ft.) (Hours)F. Personnel charges: 3 days X \$ 115.00 \$ 345.00  
(Hours) (Hourly Rate)

G. Fee per use: \_\_\_\_\_ \$ \_\_\_\_\_

H. TOTAL LICENSE FEE: \$ \_\_\_\_\_ X \_\_\_\_\_ \$ 515.00  
(Fee Per Use) (Number of Uses)

The provisions on the reverse side hereof constitute a part of this agreement. Cashier's check or money order made payable to the Military Department, State of California, will be attached to license.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first above written.

John E. Smith  
Mr. John E. Smith  
(619) 243-1111  
(Licensee)P.O. Box 18  
Victorville, CA 92392  
(Address of Licensee)Michael C. Brown, CPT  
By Michael C. Brown, CPT, AR, Cdr  
President, Said Armory Board

Approved: \_\_\_\_\_

The Adjutant General

NO-FEE

License No. 010  
(Facility #)

## LICENSE TO USE STATE MILITARY FACILITY

THIS AGREEMENT, made and entered into this 1st day of June, 1998, by and between the armory board of the State Military Facility located at17988 Highway 18, Apple Valley, CA 92307-2199, California  
(Address) (City)

acting on behalf of the Adjutant General pursuant to Sections 431 and 432 Military and Veterans Code, State of California, hereinafter called the BOARD, and

Mr. John E. Smith, Post Office Box 18, Victorville, CA 92392 (619) 243-1111  
(Name and Address of Licensee)

hereinafter called the LICENSEE:

## WITNESSETH

That the BOARD in consideration of the payment in advance by the licensee of the TOTAL LICENSE FEE shown below, hereby authorizes and permits the LICENSEE to use the hereinafter described area of said facility during the times and for the purposes specified.

A. Dates and times of use: 3 November 1998 0630-2100 hours (14½ hours)B. Purposes (in detail): Polling place for electionC. Facility area to be used: Front entry hallway, some assembly hall, restrooms, off-street parking (3 spaces will be designated).D. Basic rental rate: \$                      X 14½ hours \$ No Fee  
(Rate) (Number) (Hours, Days, Etc.)E. Additional space charge:                      X                      X \$005 per Hour \$                       
(Sq. Ft.) (Hours)F. Personnel charges:                      X \$                      \$ No Fee  
(Hours) (Hourly Rate)G. Fee per use: 1SG Danny Gonzalez volunteers for supervision and clean-up \$                     H. TOTAL LICENSE FEE: \$                      X                      \$ 0.00  
(Fee Per Use) (Number of Uses)

The provisions on the reverse side hereof constitute a part of this agreement. Cashier's check or money order made payable to the Military Department, State of California, will be attached to license.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first above written.

John E. Smith  
Mr. John E. Smith  
(619) 243-1111

(Licensee)

P.O. Box 18  
Victorville, CA 92392

(Address of Licensee)

Michael C. Brown, CPT  
By Michael C. Brown, CPT, AR, Cdr  
President, Said Armory BoardApproved:                     

The Adjutant General

## PROFIT

License No. 010  
(Facility #)

## LICENSE TO USE STATE MILITARY FACILITY

THIS AGREEMENT, made and entered into this 1st day of June, 19 98, by and between the armory board of the State Military Facility located at17988 Highway 18, Apple Valley, CA 92307-2199, California  
(Address) (City)

acting on behalf of the Adjutant General pursuant to Sections 431 and 432 Military and Veterans Code, State of California, hereinafter called the BOARD, and

Mr. John E. Smith, Post Office Box 18, Victorville, CA 92392 (619) 243-1111  
(Name and Address of Licensee)

hereinafter called the LICENSEE:

## WITNESSETH

That the BOARD in consideration of the payment in advance by the licensee of the TOTAL LICENSE FEE shown below, hereby authorizes and permits the LICENSEE to use the hereinafter described area of said facility during the times and for the purposes specified.

A. Dates and times of use: 24 August 98 1500 to 0200 hours (11 hours)Preparation (1500-1900) Dance (1900-2300) Clean-up (2300-0200)B. Purposes (in detail): Commercial DanceC. Facility area to be used: Assembly hall, restrooms, available off-street parkingD. Basic rental rate: \$ 40.00 X 11 hours \$ 440.00  
(Rate) (Number) (Hours, Days, Etc.)E. Additional space charge:                      X                      X \$005 per Hour \$                       
(Sq. Ft.) (Hours)F. Personnel charges: 2 days X \$ 115.00 \$ 230.00  
(Hours) (Hourly Rate)G. Fee per use: \$                     H. TOTAL LICENSE FEE: \$                      X                      \$ 670.00  
(Fee Per Use) (Number of Uses)

The provisions on the reverse side hereof constitute a part of this agreement. Cashier's check or money order made payable to the Military Department, State of California, will be attached to license.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first above written.

John E. Smith  
Mr. John E. Smith  
(619) 243-1111

(Licensee)

P.O. Box 18  
Victorville, CA 92392

(Address of Licensee)

Michael C. Brown, CPT  
By Michael C. Brown, CPT, AR, Cdr  
President, Said Armory BoardApproved:                     

The Adjutant General



APPENDIX C

OTAG FORM 900-10a

State Active Duty Personnel Action Request

Supervision of Armory Licensed Activities

1. Armory # \_\_\_\_\_ Location: \_\_\_\_\_ 2. License # \_\_\_\_\_ - \_\_\_\_\_  
3. Date(s) of LIC. Event: \_\_\_\_\_ 4. Duty date(s): \_\_\_\_\_  
5. Name of Supervisor: \_\_\_\_\_  
LAST FIRST MI  
6. SSN: \_\_\_\_\_ 7. Pay Grade (FEDERAL): \_\_\_\_\_  
8. Check Mailing Address: \_\_\_\_\_ 9. Phone #: \_\_\_\_\_  
\_\_\_\_\_  
(Day-time #)  
10. Unit of Assignment: \_\_\_\_\_ 11. Address: \_\_\_\_\_  
\_\_\_\_\_  
(Unit Tel #)

=====

**Supervisor Certification/Authorization:** I certify I have performed armory license supervisory duties during the lease period indicated above. I authorize State Personnel Programs to use my federal files, both personnel and financial, for the basis of withheld taxes and dependent status for this period of duty.

\_\_\_\_\_  
(Signature, Printed or Typed Name & Grade) DATE  
=====

13. **Requesting Unit Certification:** The individual identified above has performed armory license supervisory duties as stated above (See item 4). Pay is requested at the SAD E7/10 pay rate.

\_\_\_\_\_  
(Signature, Printed or Typed Name & Grade) DATE  
=====

14. **Facilities Approval:** The individual identified above performed armory license supervisory duties as stated above. Pay is requested at the SAD e7/10 yrs pay rate.

\_\_\_\_\_  
(Signature, Printed Name/Grade of OTAG/CAFE Rep.) DATE  
=====

15. State Personnel Verification: \_\_\_\_\_ DATE: \_\_\_\_\_

16. State Comptroller Fund Verification: \_\_\_\_\_ DATE: \_\_\_\_\_

OTAG Form 900-10a (Aug 96) previous FORMS ARE OBSOLETE